CP 94 – Statement of amounts due

Completion instructions

Document version:	1.0
Date:	2018-11-01
UPU form template valid from:	2014-01-01

1   General rules

A CP 94 statement of amounts due is generated monthly or quarterly, per mail category, origin and destination IMPC.

It is sent quarterly, attached to the CP 75 summarized account.

1.1   Display rules

The following general display rules apply to the form:

–   For visual clarity, it is strongly recommended that dynamic content be displayed in a different font from that used for static text (headings, tags, etc.). It is also recommended that dynamic content be displayed in bold.

–   Unless specified otherwise, numbers displayed in the form are right aligned in the cells.

–   The decimal separator is a dot (.).

–   Unless specified otherwise, numbers are displayed without leading zeros.

–   Where no value is available or the value is zero for a cell, then the cell is left blank.

–   For all numbers with four digits or more, a space is used as the thousand separator: example: 12 345.

–   All weights reported in the form are in kilogrammes. Unless specified otherwise, weights are reported with a precision of one decimal place.

–   When the representation of a numeric value includes x decimals, these x decimals are always displayed. For example, with the default weight format (precision of one decimal place), a weight of 31 kg is displayed as 31.0.

1.2   Handling of multiple pages

If one page is not enough to display the list of dispatches, then the following process should be followed:

–   Totals are entered only on the *last page* and *cover the contents of all pages*;

–   If the form is generated manually or semi-manually (with a spreadsheet, for instance), then "Page 1/" is written in zone 24 (see the template with zone in the next page); then, another sheet of the same template is used and "Page 2/" is written in zone 24, then the page is completed, and so on. Once all necessary sheets have been completed for the combination, they are counted, and the total number of pages is written on each page in zone 24, next to the page number and "/" previously written.

–   If the form is generated by an IT system, the above process also applies. In addition, it is permitted to adjust the template so that totals and the signature zone appear only on the last page; the header section may also be reduced on pages other than the first one.

2   Template with zones

The figure below shows the CP 94 template, with numbered tags showing each zone to be completed and for which completion instructions are provided.

Designated operator of
(1)

Office preparing the statement
(2)

STATEMENT OF AMOUNTS DUE   **CP 94**

☐ Surface
☐ S.A.L.   (3)
☐ Air

Date   (4)

Office of exchange of destination of the mail (5)	Month (8)	Year
Dispatching designated operator (6)	Quarter (9)	Year
Dispatching office of exchange of the mail (7)		

Notes
To be filled in by typewriter or computer printer

Credits due to the designated operator of **destination** from the CP 87 or CP 88 parcel bills						Credits due to the **dispatching** designated operator from the CP 87 parcel bills		Observations
Date of dispatch	Mail No.	Total number of parcels	Gross weight	Col. 6 of form CP 87	Col. 8 of form CP 87	Col. 7 of form CP 87	Col. 9 of form CP 87	
			kg	SDR	SDR	SDR	SDR	
(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
Total per column		(19)						
Rates		SDR (20) DR						
Amount per column		(21)						
Grand total of credits due						(22)		

Office preparing the statement
Signature of the official in charge

3   Completion instructions for zones shown in the form

The table below lists the zone numbers appearing in the template on the previous page. For each zone, the label and the completion instructions are indicated.

Zone	Label	Completion instructions
1	Designated operator of	Code and name of the operator generating the form: normally the operator receiving the mail appearing in the form.
		The code is the 3-character IMPC operator code from UPU code list 206. The name is the 35-character operator name or, if it does not fit, the 12-character operator name (see UPU code list 206).
		The code and name are separated with space hyphen space.
2	Office preparing the statement	Free text indicating the office that prepared the statement. If the statement was generated in the office of exchange of destination, the instructions provided for zone 5 may apply here.
		Otherwise, and typically, when CP 94 forms are generated centrally for all offices, the display is free and the field can be left blank, as it is merely informative.
3	Conveyance boxes	Tick the box representing the mail category that this form covers.
		Boxes must be ticked as follows, depending on the mail category (see UPU code list 115):
		– Mail category A (airmail): Air
		– Mail category B (S.A.L.): S.A.L.
		– Mail category C (surface): Surface
		– Mail category D (prio by surface): Surface
4	Date	Date the form was generated, in format YYYY-MM-DD
5	Office of exchange of destination of the mail	Code and name of the office receiving the mail listed in the form.
		The code is the 6-character IMPC code from UPU code list 108.
		The name is the 35-character IMPC name or, if it does not fit, the 12-character IMPC name (see UPU code list 108).
		The code and name are separated by space hyphen space.
6	Dispatching designated operator	Code and name of the operator that dispatched the mail.
		The instructions provided for zone 1 also apply here.
7	Dispatching office of exchange of the mail	Code and name of the office that dispatched the mail.
		The instructions provided for zone 5 also apply here.
8	Month	Completed if the chosen reporting period is monthly, left blank if the chosen period is quarterly (see zone 9).
		If provided, all dispatches listed in the form must have their date of dispatch in this month.
		Format: MM.
		It is recommended to also display the full month name between parentheses after the month number.
		The year is also displayed to the right, in format YYYY.

Zone	Label	Completion instructions
9	Quarter	Completed if the chosen reporting period is quarterly; left blank if the chosen period is monthly (see zone 8).
		If provided, all dispatches listed in the form must have their date of dispatch in this quarter.
		Format: Q-X, where X is the quarter number: value from 1 to 4.
		Example: Q-3
		The year is also displayed to the right, in format YYYY.
List of dispatches		This is the main part of the form, listing dispatches.
		In the list, dispatches are ordered by Mail No. (including the mail sub-class).
10	Date of dispatch	The date of dispatch, similar to the one displayed on the CP 87 parcel bill.
		The format is MM-DD, with leading zeroes (example: 01-02 is 2 January).
11	Mail No.	Dispatch mail subclass code (from UPU code list 117), year (last digit) and serial number (4 digits exactly).
		The subclass, year and serial number are separated by a space.
12	Total number of parcels	Number of parcels for which inward land rates apply in the dispatch.
		This information is taken from the CP 87 form, table "Dispatch summary", column "Bulk entry", entry "No. of parcels".
13	Gross weight	Total weight subject to inward land rates in the dispatch.
		This information is taken from the CP 87 form, table "Dispatch summary", column "Bulk entry", entry "Weight of parcels".
		In cases where it has been bilaterally agreed to use net weight for accounting, then the weight in CP 87 is a net weight and information in this zone is therefore also a net weight, even though the column header indicates "Gross".
		In cases where reported weights are net, it is recommended that this be indicated somewhere in the form, possibly in the "Observations" column.
14	Col. 6 of form CP 87	Total value for column 6 of the CP 87 form, in SDR, to 2 decimal places.
15	Col. 8 of form CP 87	Total value for column 8 of the CP 87 form, in SDR, to 2 decimal places.
		Note. – column 8 from the CP 87 is provided next to column 6 of the CP 87 because both provide an amount due to the destination of the dispatch. This facilitates calculations at the bottom of the form.
16	Col. 7 of form CP 87	Total value for column 7 of the CP 87 form, in SDR, to 2 decimal places.
17	Col. 9 of form CP 87	Total value for column 9 of the CP 87 form, in SDR, to 2 decimal places.
		Note. – column 9 from the CP 87 is provided next to column 7 of the CP 87 because both provide an amount due to the origin of the dispatch. This facilitates calculations at the bottom of the form.
18	Observations	It is recommended that this column be left empty in normal situations and that it be completed only in special cases.
		For instance, if a verification note (VN) was raised for the dispatch, the VN number is provided here. It is recommended that the VN status, such as "resolved" or "under discussion", also be indicated.
		Example: "VN #12 (under discussion)"

Zone	*Label*	*Completion instructions*
Totals section		This section provides totals for the period.
		Where the form runs over several pages, this section is completed only on the last page and may not be present in other pages.
19	Total per column	Total number of parcels and weight: the sum of all number of parcels and weights provided for each dispatch in the list above.
20	Rates	Inward land rates in the country of destination: rate per parcel and rate per kg, as published in UPU circular. The rates are precise to 2 decimal points and are displayed with this precision.
21	Amount per column	Amounts are displayed for all columns except the last one (observations):
		– Column "Total number of parcels": total number (zone 19) multiplied by the rate (zone 20)
		– Column "Gross weight": total weight (zone 19) multiplied by the rate (zone 20)
		– Column "Col. 6…": sum of all values in this column for all dispatches listed above
		– Column "Col 8…": sum of all values in this column for all dispatches listed above
		– Column "Col 7…": sum of all values in this column for all dispatches listed above
		– Column "Col 9…": sum of all values in this column for all dispatches listed above
		All amounts are displayed to 2 decimal places.
22	Grand total of credits due	The totals are calculated separately: one from the previous line (amount per column), by summing up the amount in the first four columns (amounts per parcel and kg, columns 6 and 8 from form CP 87) and the other one from the amounts in the next two columns (col 7 and 9 from form CP 87).
		The amount is displayed to 2 decimal places.
23	Signature	Signature of the person preparing the form. If the form is generated by an IT system, the signature may be replaced by a printed name or any identifier that allows the person who generated the form to be traced.
24	Page XX/YY	Although the template does not provide a zone for indicating the current page number and total number of pages, it is recommended that both be indicated in the bottom-right corner of the form, to provide for cases in which not all dispatches fit in one page.
		XX: the current page of the generated form, starting with 1 for the first page.
		YY: the total number of pages of the generated form.

4   Sample completed form

A form completed with fictitious data is provided below to illustrate a number of completion options based on the instructions.

N.B. – In this sample, the completion information appears in blue in order to better differentiate static and dynamic information. In reality, all information is normally printed in black ink.

Designated operator of

MGA - PAOSITRA MALAGASY, Madagascar

Office preparing the statement

STATEMENT OF AMOUNTS DUE   **CP 94**

☐ Surface
☐ S.A.L.
☒ Air

Date **2019-02-27**

Office of exchange of destination of the mail	Month		Year
MGTNRA - ANTANANARIVO TRI	**01 (January)**		**2019**
Dispatching designated operator	Quarter		Year
MUA - Mauritius Post Limited			
Dispatching office of exchange of the mail			
MUPLUA - PORT LOUIS A PARCELS			

Notes
To be filled in by typewriter or computer printer

	Credits due to the designated operator of **destination** from the CP 87 or CP 88 parcel bills					Credits due to the **dispatching** designated operator from the CP 87 parcel bills			Observations
Date of dispatch	Mail No.	Total number of parcels	Gross weight	Col. 6 of form CP 87	Col. 8 of form CP 87	Col. 7 of form CP 87	Col. 9 of form CP 87		
			kg	SDR	SDR	SDR	SDR		
01-03	**CN 8 0001**	**3**	**10.5**					
01-05	**CN 8 0002**	**5**	**16.4**					
01-08	**CN 8 0003**	**7**	**31.0**					
01-10	**CN 8 0004**	**5**	**24.1**					
01-12	**CN 8 0005**	**6**	**34.9**					
01-15	**CN 8 0006**	**2**	**13.8**					
01-17	**CN 8 0007**	**8**	**36.6**					
01-19	**CN 8 0008**	**1**	**14.0**					
01-22	**CN 8 0009**	**12**	**91.1**		**2.45**		**5.60**	
01-24	**CN 8 0010**	**8**	**74.3**					
01-26	**CN 8 0011**	**10**	**88.8**		**3.15**		**7.53**	
01-29	**CN 8 0012**	**4**	**30.7**					
01-31	**CN 8 0013**	**7**	**60.0**					
Total per column		**78**	**526.2**					
Rates		**6.35**	**0.43**					
Amount per column		SDR **495.30**	SDR **226.27**		**5.60**		**13.13**	
Grand total of credits due					**727.17**		**13.13**	

Office preparing the statement
Signature of the official in charge

ABC-12345

Size 210 x 297 mm